
RESPONSE TO INTRUSION ALARMS WORK INSTRUCTIONS (PSS-W002)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction discusses the process that is used for District Police Officers responding to intrusion alarms at District sites.

2.0 RESPONSIBILITY:

- 2.1 Police Services

3.0 APPROVAL AUTHORITY:

- 3.1 Supervisor Police

Signature

Date

4.0 DEFINITIONS:

- 4.1 Intrusion Alarm System – Alarming of all exterior doors, windows, and installation of motion detectors in classrooms and offices.
- 4.2 Alarm Reports – Documentation of the intrusion alarm and observation of what was found by the officer at the site.

5.0 WORK INSTRUCTION:

- 5.1 Receive alarm activation from Alarm Monitoring service via cell phone.
- 5.2 Advise the Sacramento Police Department via portable radio of alarm response.
- 5.3 On arrival, immediately check affected alarm zone.
- 5.4 Check all doors and windows throughout the affected alarm zone.
- 5.5 Check all motion detectors. Make sure they are plugged in and the light indicator is working.
- 5.6 Check all alarm tape on the windows and make sure all wires are connected.
- 5.7 Remove decorative items hanging from the ceiling should they be blocking the motion detector.
- 5.8 Make any repairs or corrections necessary should any vandalism be observed.
- 5.9 Notify on-call Custodial Supervisor should District Maintenance Personnel be needed.

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5.10 Ask the Alarm Monitoring service to notify the School's principal if any damage to their school has occurred.

5.11 Complete a Sacramento Police Department Crime Report for any vandalism or burglary that occurred.

5.12 Complete a District Alarm Report for all routine intrusion alarms. Leave the gold copy of the alarm report in the office at the school site.

5.13 Check the alarm system to be sure it is working properly.

5.14 Reset the intrusion alarm system.

5.15 Notify the Sacramento Police Department of the disposition regarding the alarm call.

5.16 Notify the Alarm Monitoring service of the disposition regarding the alarm call.

6.0 ASSOCIATED DOCUMENTS:

6.1 Sacramento Police Department Crime Report.

6.2 District Alarm Report

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Crime Reports	File cabinet in Sergeant's Office	1 year	Shred reports	Locked file cabinet

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/28/05	A	Initial release

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